

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

700 North 10th Street, Room D215  
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September 17, 2008

To CSD's Low-Income Home Energy Assistance Program Contractors:

2008 Low-Income Home Energy Assistance Program Contract Amendment, Effective 8/1/2008

Enclosed is your agency's amendment to the 2008 Low-Income Home Energy Assistance Program (LIHEAP), which is effective August 1, 2008. A complete copy of the amendment includes the face sheet, funding information page for those agencies receiving an increase in Consideration, amendment language, and the amended Exhibit B attachments listed below. Also enclosed is a "Budget Attachment Notice" with instructions on completing your Exhibit B attachments.

In order to expedite the execution of your amendment, please observe the following instructions, and feel free to use this letter as a checklist.

- ☐ If applicable, submit a governing board resolution with an **original signature** of your board's authorized representative. If your board's resolution for the original 2008 LIHEAP contract authorized an agent(s) to sign the 2008 LIHEAP contract "*and any amendments,*" this instruction does not apply to your agency.
- ☐ Complete the section labeled "CONTRACTOR'S NAME" on both face sheets. Print or type the name and title of the person who is authorized to sign the contract amendment. Print the date signed. Ensure that your agency's authorized representative has signed both face sheets. Your agency's authorized representative is the person whom the governing board has specified in its resolution as the official representative to sign the 2008 LIHEAP contract and, if applicable, any amendments.
- ☐ The following Exhibit B attachments are part of the amendment packet. Please complete them as applicable and return all copies with the amendment packet. You may use the CSD website's blank budget forms to complete your budget attachments.

ATTACHMENT I	2008 LIHEAP WEATHERIZATION BUDGET, CSD 557D (Rev. 8/13/08)
ATTACHMENT II	2008 LIHEAP EHA-16 PROGRAM BUDGET, CSD 537E (Rev. 9/2/08)
ATTACHMENT III	2008 LIHEAP NONCONSIDERATION ALLOCATIONS, CSD 516 (Rev. 12/6/07)
ATTACHMENT IV	REIMBURSEMENT RATES FOR WEATHERIZATION AND EHCS ACTIVITIES

☐ Please return two complete copies of the amendment packet to CSD, and arrange all pages in the following order: face sheet, funding information page (if your agency is receiving an increase), amendment language, and Attachments I, II, III, and IV. Include your board resolution, advance request, and, if desired, a transmittal letter, but please do not staple or otherwise attach these documents to the amendments themselves. If the insurance and fidelity bond documents you submitted your original LIHEAP contract or another agreement with CSD are still in effect, you do not need to resubmit them. When your agency's amendment is fully executed, Contract Services Unit will mail you one copy for your records.

☐ Please return your completed amendment packet within 30 days (45 days for public agencies) to:

Contract Services Unit  
Department of Community Services and Development  
P.O. Box 1947  
Sacramento, CA 95812-1947

If you are using an overnight service, please send the packet to CSD at:  
700 North 10th Street, Room D215  
Sacramento, CA 95811-0336.

Please keep in mind that in order for CSD to execute your agency's amendment, all of your contract documents must be **complete**. Authorized persons must sign the board resolution and both face sheets. Except as waived for self-insured governmental entities, the Certificate of Liability Insurance must name CSD as the Certificate Holder and as an additional insured, except for workers' compensation and fidelity bond. Insurance documents that are on file at CSD must provide proof of current coverage, or you must replace them. Coverage must include workers' compensation insurance, fidelity bond, public liability, and vehicle insurance.

If you have questions regarding this amendment process, please contact Donna Fairchild of my staff at (916) 341-4275. For questions regarding insurance coverage, please contact Anneliz Rodriguez of my staff at (916) 341-4335. For questions regarding contractual requirements, reporting forms, or other requirements, please contact your Field Representative.

Sincerely,



*Original signed by*  
MONTE JOHNSON  
Manager, Contract Services Unit

MWJ:DGF  
Enclosures

Note: Each agency's facesheet contains language regarding any change to the Consideration and any change to the term.

3. **EXHIBIT B. BUDGET DETAIL AND PAYMENT PROVISIONS,**

4. **REIMBURSEMENT GUIDELINES**, D. Weatherization and EHCS Specific,

7) Other Program Reimbursements, item b. Travel, is deleted in its entirety. It is replaced with the following item b., which includes a new iii. Lodging and Per Diem, to read as follows:

**“b. Travel**

**“Contractor shall be credited one round trip travel surcharge for any one dwelling weatherized or any one dwelling receiving assessments and diagnostic testing where weatherization services could not be provided due to client refusal or inability to gain access to the dwelling. Contractor may claim mileage reimbursement for travel to Single Family Dwelling (SFD) and Multi-Unit Dwelling (MUD) Units in which travel exceeds a distance of 30 miles (one way) from Contractor's material storage site or headquarters. Contractor shall maintain records and source documentation in such a manner to substantiate mileage claims by individual dwelling weatherized. The following defines the conditions for mileage reimbursement applicable to dwellings weatherized:**

**“i. Single Family Dwelling (SFD)**

**“(1) Contractor may claim one travel surcharge equivalent to one (1) labor hour plus \$18.00 for each completed, weatherized SFD Unit.**

**“(2) For SFD Units in excess of 30 miles (one way) from Contractor's material storage or headquarters, Contractor may claim mileage in addition to the SFD travel surcharge for each completed, weatherized SFD Unit. Contractor may claim mileage at a rate of \$.91 per mile for each mile in excess of 30 miles (one way) or 60 miles round trip. Mileage reimbursement is limited to a single round trip, per completed SFD Unit; and Contractor may only claim the travel surcharge, fuel surcharge, and mileage reimbursement upon the completion of the SFD Unit.**

**“ii. Multi-Unit Dwelling (MUD)**

**“(1) Contractor may claim one MUD travel surcharge of \$8.50 for each completed, individual, weatherized unit within a MUD complex.**

**“(2) For MUD Units in excess of 30 miles (one way) from Contractor’s material storage or headquarters, Contractor may claim mileage in addition to the MUD travel surcharge. Contractor may claim mileage at a rate of \$.91 per mile for each mile in excess of 30 miles (one way) or 60 miles round trip. Mileage reimbursement is limited to a single round trip per day, for travel to a MUD regardless of the number of individual completed units.**

**“(3) All other travel-related expenses not directly related to the weatherization of dwellings are subject to reimbursement as described in EXHIBIT D, SPECIAL TERMS AND CONDITIONS, Section 1., Travel and Per Diem.**

**“iii. Lodging and Per Diem**

**“Contractor may claim reimbursement for lodging and per diem related to the installation of weatherization measurers subject to travel and per diem rates as described in EXHIBIT D, SPECIAL TERMS AND CONDITIONS, Section 1., Travel and Per Diem.”**

**4. EXHIBIT E, ADDITIONAL PROVISIONS, 1. PROVISIONS FOR FEDERALLY FUNDED GRANTS: A new item C. is added to read as follows:**

**“C. Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA) Section 508. NO VERIFICATION REQUIREMENT FOR NONPROFIT CHARITABLE ORGANIZATIONS, Section 432 (d) of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (8 U.S.C. 1642), as amended, exempts nonprofit Charitable Organizations under this title to determine, verify, or otherwise require proof of U.S. citizenship, U.S. non-citizen national, or qualified alien status of any applicant for such benefits in providing any Federal public benefit (as defined in section 401 (c)) or any State or local public benefit (as defined in section 411(c)).”**

**5. EXHIBIT F, PROGRAMMATIC PROVISIONS, 13. RECORD-KEEPING RESPONSIBILITIES, item C. Client Files – General Requirements, is deleted in its entirety and replaced with the following item C. to read as follows:**

**“C. Client Files – General Requirements**

**“Contractor shall maintain a separate file for each applicant certified as eligible to receive assistance. Said files shall include at least the following documentation, if applicable:**

- “1) **For Public Agencies only: Statement of Citizenship, Alienage and Immigration Status for Public Benefits (CSD 600) and supporting documents;**
  - “2) **Energy Intake Form (CSD 43 or 44) or Contractor’s equivalent. Priority points must be written in the designated space on the Intake Form;**
  - “3) **Utility/energy bill(s) for all sources of energy used by qualified households;**
  - “4) **Source documentation supporting eligibility; and**
  - “5) **Source documentation that substantiates that the client was provided services in accordance with Assurance 16 requirements.”**
6. EXHIBIT G, **DEFINITIONS**: A new definition for “Nonprofit Charitable Organization” is added to read as follows:

**“Nonprofit Charitable Organization: is defined by the U.S. Tax Code as a 501(c)(3). Section 501(c)(3) is a tax law provision granting exemption from the federal income tax to nonprofit organizations. 501(c)(3) exemptions apply to corporations, and any community chest, fund, or foundation, organized and operated exclusively for religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition, or for the prevention of cruelty to children or animals.”**

All other terms and conditions shall remain unchanged.

**2008 LIHEAP Amendment Replacement Pages**  
**Effective August 1, 2008**

- **EXHIBIT B, ATTACHMENT I, 2008 LIHEAP WEATHERIZATION BUDGET (CSD 557D, Rev. 8/13/08) and Instructions (Rev. 1/28/08)**
- **EXHIBIT B, ATTACHMENT II, 2008 LIHEAP EHA-16 PROGRAM BUDGET (CSD 537E, Rev. 9/2/08) and Instructions (Rev. 9/2/08)**
- **EXHIBIT B, ATTACHMENT III, 2008 LIHEAP NONCONSIDERATION ALLOCATIONS (CSD 516, Rev. 12/6/07)**
- **EXHIBIT B, ATTACHMENT IV: REIMBURSEMENT RATES FOR WEATHERIZATION AND EHCS ACTIVITIES**

**EXHIBIT B**  
**(Standard Agreement)**

**ATTACHMENT IV: REIMBURSEMENT RATES FOR WEATHERIZATION AND EHCS ACTIVITIES**

A. Assessments/Diagnostics per Dwelling
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Following the dwelling assessment and diagnostic testing, all feasible Health and Safety Measures, Insulation Measures, and Mandatory Measures must be installed before Optional Measures are provided.

- |    |  |                          |
|----|--|--------------------------|
| 1) | Unit Assessments   |                          |
|    | Units with attics  | \$65.00 <sup>1</sup>     |
|    | Units without attics   | \$40.00 <sup>1</sup>     |
| 2) | Combustion Appliance Safety Test (when applicable)   |                          |
|    | Pre-Test   | \$70.00                  |
|    | Post-Test  | \$40.00                  |
| 3) | Blower Door Test (when applicable)   | \$75.00 <sup>2</sup>     |
| 4) | Duct Leakage Test (with Duct Blaster when applicable)  |                          |
|    | Pre-Test   | \$60.00 <sup>3, 10</sup> |
|    | Post-Test  | \$50.00 <sup>3, 10</sup> |
| 5) | Contractor Post Weatherization Inspection    Maximum Three Hours <sup>4</sup><br>(Reimbursement of no more than 25% of the total weatherized dwellings is allowable for the actual time to perform the inspection activity and travel to and from the dwelling at the approved labor rate, up to a maximum of three hours per dwelling.) |                          |

B. Health and Safety Measures per Dwelling
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Health or Safety Hazard Repair or Replacement, per dwelling: (Indicate on the Weatherization Building Assessment and Job Order Sheet, CSD 540, or Contractor's equivalent, what health or safety conditions are to be addressed.) Includes the repair of unsafe conditions identified as "Required Repairs" in the CSD Weatherization Installation Standards (WIS) and Combustion Appliance Safety Inspection Form (CASIF).

- |    |  |                               |
|----|--|-------------------------------|
| 1) | Carbon Monoxide Alarm  |                               |
|    | Line-cord or Hard-wired, one or more   | Maximum \$189.00 <sup>5</sup> |
|    | Lithium Battery, one or more   | Maximum \$135.00 <sup>5</sup> |
|    | (Must be installed if there are operating carbon monoxide-producing appliances.) |                               |

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2)	Cooking Appliance	
	Gas Cooking Appliance, Repair/Maintenance	Maximum \$375.00 or 50% of Replacement <sup>6, 7, 8</sup>
	Replacement, Range or Cook Top	Maximum \$750.00 <sup>6, 7, 8</sup>
	Electric Cooking Appliance	
	Repair/Maintenance	Maximum \$375.00 or 50% of Replacement <sup>6, 7, 8</sup>
	Replacement, Range or Cook Top	Maximum \$750.00 <sup>6, 7, 8</sup>
3)	Gas Water Heater Repair	Maximum \$490.00 <sup>6, 7, 8, 10</sup> or 50% of Replacement
	Replacement, Closed Combustion	Maximum \$980.00 <sup>6, 7, 8, 10</sup>
	Replacement, Open Combustion	Maximum \$980.00 <sup>6, 7, 8, 10</sup>
4)	Heating Source Repair	
	Exterior Wall Direct Vent Furnace	Maximum \$540.00 <sup>6, 7, 8, 9, 10</sup>
	Forced Air Unit (FAU), Split System	Maximum \$1,044.00 <sup>6, 7, 8, 9, 10</sup>
	Floor Furnace	Maximum \$621.00 <sup>6, 7, 8, 9, 10</sup>
	Interior Wall Furnace	Maximum \$792.00 <sup>6, 7, 8, 9, 10</sup>
	Mobile Home Furnace	Maximum \$742.00 <sup>6, 7, 8, 9, 10</sup>
	Other Types Not Listed	Maximum \$1,080.00 <sup>6, 7, 8, 9, 10, 11, 12</sup>
	Package Unit (Dual Pack)	Maximum \$1,530.00 <sup>6, 7, 8, 9, 10</sup>
5)	Wood Fueled Appliance	Maximum \$1,080.00 <sup>6, 7, 8, 9, 10</sup> or 30% of Replacement for all heater types
	Heating Source Replacement	
	Exterior Wall Direct Vent Furnace	Maximum \$1,800.00 <sup>6, 7, 8, 10</sup>
	Forced Air Unit (FAU), Split System	Maximum \$3,480.00 <sup>6, 7, 8, 10</sup>
	Floor Furnace	Maximum \$2,070.00 <sup>6, 7, 8, 10</sup>
	Interior Wall Furnace	Maximum \$2,640.00 <sup>6, 7, 8, 10</sup>
	Mobile Home Furnace	Maximum \$2,472.00 <sup>6, 7, 8, 10</sup>
	Other Types Not Listed	Maximum \$3,600.00 <sup>6, 7, 8, 10, 11, 12</sup>
	Package Unit (Dual Pack)	Maximum \$5,100.00 <sup>6, 7, 8, 10</sup>
	Wood-Fueled Appliance	Maximum \$3,600.00 <sup>6, 7, 8, 10, 14</sup>

C. Mandatory Measures
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If feasible, Insulation Measures must be installed prior to the installation of any other Mandatory and Optional Measures. Non-Priority Mandatory Measures including Infiltration Reduction, General Heat Waste, and Electric Base Load Measures need not be installed in priority order. All feasible Mandatory Measures must be installed before Optional Measures.



**EXHIBIT B**  
**(Standard Agreement)**

Priority – Insulation Measures
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- |    |   |                                   |
|----|---|-----------------------------------|
| 1) | Attic Venting, per dwelling                   | Maximum \$355.00 <sup>5, 15</sup> |
| 2) | Ceiling Insulation                            |                                   |
|    | Ceiling (R-11, R-19, R-30, R-38) <sup>5</sup> | No Maximum Limit                  |
|    | Kneewall (R-11, R-19) <sup>5</sup>            | No Maximum Limit                  |
| 3) | Duct Insulation, per square foot              | \$.95 <sup>5</sup>                |

Non-Priority – Infiltration Reduction Measures
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- |    |   |  |
|----|---|--|
| 1) | Caulking, per dwelling                              |  |
|    | Mobile Home   | \$90.00 <sup>16</sup>                      |
|    | Multi Unit  | \$45.00 <sup>16</sup>                      |
|    | Single Family                                       | \$75.00 <sup>16</sup>                      |
| 2) | Cover Plate Gaskets, per dwelling                   | \$33.00 <sup>16</sup>                      |
| 3) | Duct /Register Repair/Replacement,<br>Per dwelling  | Maximum \$1,223.00 <sup>10</sup>           |
| 4) | Glass Replacement and Window Repair<br>Per dwelling | Maximum \$390.00 <sup>17</sup>             |
| 5) | Minor Envelope Repair, per dwelling                 | Maximum \$887.00 <sup>13, 16, 17, 18</sup> |
| 6) | Sliding Glass Door, per dwelling                    |  |
|    | Repair  | Maximum \$400.00                           |
|    | Replacement   | Maximum Average \$950.00                   |
| 7) | Weatherstripping,<br>Hinged Exterior Door, per door | \$44.00 <sup>16</sup>                      |
| 8) | Weatherstripping,<br>Other, per linear foot         | \$2.10 <sup>16, 19</sup>                   |
| 9) | Window Replacement                                  | Maximum Average \$925.00 <sup>17</sup>     |

D. General Heat Waste Measures
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|----|--|-----------------------|
| 1) | Evaporative Cooler/Air Conditioner Vent Cover, per cover | \$66.00 <sup>16</sup> |
|----|--|-----------------------|

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|----|--|----------------------|
| 2) | Hot Water Flow Restrictor, per device              |                      |
|    | Faucet Restrictor                                  | \$8.00 <sup>5</sup>  |
|    | Hand-Held Low-Flow Showerhead                      | \$35.00 <sup>5</sup> |
|    | Low-Flow Showerhead                                | \$27.00 <sup>5</sup> |
| 3) | Water Heater Blanket, per blanket                  | \$55.00 <sup>5</sup> |
| 4) | Water Heater Pipe Wrap,<br>per linear foot of pipe | \$3.90 <sup>5</sup>  |

<b>E. Electric Base Load Measures</b>
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- |    |                                     |  |
|----|-------------------------------------|--|
| 1) | Compact Fluorescent Lamps           |  |
|    | Hard-Wired, limit one per dwelling  | Maximum \$85.00 <sup>5, 27</sup>                           |
|    | Thread-based Compact, per bulb      | \$10.00 <sup>5, 27</sup>                                   |
|    | Limit ten per dwelling              | \$100.00   |
| 2) | Electric Water Heater, per dwelling |  |
|    | Repair                              | Maximum \$490.00 <sup>5, 8, 10</sup> or 50% of Replacement |
|    | Replacement                         | Maximum \$980.00 <sup>5, 8, 10</sup>                       |
| 3) | Fluorescent Torchiere Lamp          | Maximum \$75.00 <sup>5, 27</sup>                           |
|    | Replacement, Limit two per dwelling |  |
| 4) | Refrigerator Replacement            |  |
|    | 19 cubic foot                       | Maximum \$1,032.00 <sup>5, 20, 28</sup>                    |
|    | Over 19 cubic foot                  | Maximum \$1,187.00 <sup>5, 20, 28</sup>                    |

<b>F. Optional Measures</b>
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- |    |   |  |
|----|---|--|
| 1) | Ceiling Fans, per dwelling                  | Maximum \$176.00 <sup>5</sup>  |
| 2) | Air Conditioning (Electric Base Load)       |  |
|    | Repair/Maintenance per dwelling             |  |
|    | Forced Air Unit (FAU), Split System         | Maximum \$1,320.00 <sup>5, 6, 7, 8, 9, 10, 13, 20, 21</sup>                    |
|    | Wall/Window Unit                            | 50% of Replacement for all cooling types <sup>5, 6, 8, 9, 10, 13, 20, 21</sup> |
| 3) | Air Conditioning, Replacement, per dwelling |  |
|    | Central Unit                                | Maximum \$2,640.00 <sup>5, 6, 7, 8, 10, 22</sup>                               |
|    | Multi-Story 110V Wall Unit                  | Maximum \$1,194.00 <sup>5, 6, 8, 10, 22</sup>                                  |
|    | Multi-Story 110V Window Unit                | Maximum \$942.00 <sup>5, 6, 8, 10, 22</sup>                                    |
|    | Single-Story 110V Wall Unit                 | Maximum \$816.00 <sup>5, 6, 8, 10, 22</sup>                                    |
|    | Single-Story 110V Window Unit               | Maximum \$624.00 <sup>5, 6, 8, 10, 22</sup>                                    |

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	220V Wall Unit	Maximum \$1,329.00 <sup>5, 6, 8, 10, 22</sup>
	220V Window Unit	Maximum \$1,077.00 <sup>5, 6, 8, 10, 22</sup>
4)	Cooling Source Repair, Other Types Not Listed	Maximum \$250.00 <sup>5, 6, 9, 10, 11</sup> or 50% of Replacement for all cooling types
5)	Cooling Source Replacement, Other Types Not Listed	Maximum \$500.00 <sup>5, 6, 10, 11</sup>
6)	Electric Water Heater Timer, per timer	\$112.00 <sup>5</sup>
7)	Evaporative Cooler Installation, per dwelling	
	New Roof Unit	Maximum \$1,100.00 <sup>5, 6, 7, 8, 10, 22</sup>
	New Wall Unit	Maximum \$850.00 <sup>5, 6, 7, 8, 10, 22</sup>
	New Window Unit	Maximum \$936.00 <sup>5, 6, 7, 8, 10, 22</sup>
	Replace Roof Unit	Maximum \$1,020.00 <sup>5, 6, 7, 8, 10, 22</sup>
	Replace Wall Unit	Maximum \$900.00 <sup>5, 6, 7, 8, 10, 22</sup>
	Replace Window Unit	Maximum \$900.00 <sup>5, 6, 7, 8, 10, 22</sup>
8)	Evaporative Cooler Repair/Maintenance, per dwelling	Maximum \$550.00 <sup>5, 6, 7, 9, 10</sup> or 50% of Replacement for all cooler types
9)	Microwave Oven, per dwelling	Maximum \$284.00 <sup>5, 23, 26</sup>
10)	Floor Foundation Venting (Crawl Space Venting)	Maximum \$360.00 <sup>5, 15</sup>
11)	Floor Insulation	
	+36" Clearance	No Maximum limit <sup>5, 24</sup>
	-36" Clearance	No Maximum limit <sup>5, 24</sup>
12)	Shadescreens	Maximum \$500.00 <sup>5</sup>
13)	Shutters, per square foot	\$6.00 <sup>5</sup>
14)	Storm Windows, per square foot	
	Fixed, Glass Glazing	\$12.40 <sup>16</sup>
	Fixed, Polycarbonate	\$18.40 <sup>16</sup>
	Operable, Glass Glazing	\$13.90 <sup>16</sup>
	Operable, Polycarbonate	\$21.40 <sup>16</sup>
	Other	Maximum \$750.00 <sup>29</sup>

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15)	Thermostat, per dwelling	
	Manual	\$65.00 <sup>5, 25, 27</sup>
	Programmable	\$157.00 <sup>5, 25, 27</sup>
16)	Tinted Window Film, per square foot	\$3.30 <sup>5</sup>
17)	Wall Insulation, Stucco and Wood, per square foot	\$1.05 <sup>5</sup>
18)	Exterior Water Pipe Wrap, per linear foot of pipe	\$3.90 <sup>5</sup>

<b>G. Other Weatherization and Travel Costs</b>
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1)	Shop Fee, per dwelling	\$10.00 <sup>30</sup>
2)	Travel Credit, per dwelling	
	Single Family Dwelling (1 to 4 Units)	One hour of labor + \$18.00 <sup>31</sup>
	Multi-Unit Dwelling (5 or More Units)	\$8.50 <sup>31</sup>
3)	Mileage, per mile	\$0.91 <sup>32</sup>

<b>H. Footnotes Section</b>
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- 1 Unit assessments are charged for each completed unit in addition to applicable blower and/or duct testing.
- 2 Following a determination that no combustion byproduct hazards exist, preweatherization blower door testing for shell-sealing purposes is a mandatory activity on a minimum of twenty percent (20%) of the total SFD (1 to 4 units), and a minimum of five percent (5%) of MUD (5 or more units) weatherized under this Agreement.
- 3 A duct leakage test using the Duct Blaster is a stand-alone test and may be performed in conjunction with the Blower Door Test for purposes of assessing outside air infiltration.
- 4 An inspection of twenty-five percent (25%) of the total number of dwellings weatherized under this Agreement must be completed in accordance with CSD Inspection Policies and Procedures. Reimbursement shall not exceed the maximum twenty-five percent (25%) limit. A maximum of 25% of the total dwellings reported in a reporting period shall be inspected and shall continue through the contract term. If due to rounding the number of required inspections does not equal 25%, the number of required inspections performed shall be rounded up and the maximum reimbursement limit will be increased accordingly. Reimbursement is allowable for the actual labor hours of the inspection activity including travel at the approved labor rate, up to a maximum of three hours per dwelling.

**EXHIBIT B**  
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- 5 If a combustion appliance safety hazard or other unsafe conditions requiring repair is found to exist and cannot be repaired under the scope of the program, Contractor may apply the nonenvelope sealing measures identified by this note.
- 6 Must be classified as mandatory if a gas or electrical safety hazard exists. Age of the appliance cannot be used as a criterion for replacement.
- 7 If required by the local jurisdiction, a building permit must be obtained and finalized for vented appliance installations (Furnace, Boiler, Water Heater, Oven and Range, and Vented Space Heater), Evaporative Cooler, Central HVAC, and Wood-Fueled Space Heater installations. A copy of the finalized permit must be placed in client's file.
- 8 Special licensing is required for the installation of Central HVAC systems, Furnace, and Boilers. Special licensing may also be required for the installation and/or repair of Evaporative Cooler, Oven and Range, Vented Space Heater, Air Conditioning, and Gas and Electric Water Heaters, if two or more weatherization measures are not installed in a single unit. Electrical wiring upgrade/replacement and knob-and-tube wiring certification will always require a C-10 license.
- 9 Repairs include cleaning and filter replacement.
- 10 These maximums apply to heating and cooling source and water heater repairs and replacements under ECIP EHCS with the exceptions as noted in EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, Section 4. REIMBURSEMENT GUIDELINES, C. Weatherization and EHCS Specific, item 3). Duct repair and replacement is an allowable stand-alone measure when needed or triggered by Title 24 regulations under the weatherization program only. However, duct repairs and replacements can only be charged to ECIP EHCS when provided in conjunction with heating/cooling services billed to EHCS and are required under Title 24.
- 11 Costs that exceed the maximums in other categories of cooling and heating repairs and replacements cannot be charged to the line items reserved for other types of cooling and heating units not already listed.
- 12 Propane furnace repairs and replacements shall be reimbursed under Other Types Not Listed.
- 13 Energy Conservation Measures and Activity Definitions are included in the CSD weatherization installation standards, and EXHIBIT G, DEFINITIONS.
- 14 A wood-fueled space heater may only be installed if it is to be used to replace a fossil-fueled space heater and/or damaged or hazardous wood stove that cannot feasibly be repaired, i.e., cost of repair exceeds thirty percent (30%) of replacement cost or existing unit is not a listed and labeled stove.

**EXHIBIT B**  
**(Standard Agreement)**

- 15 Per dwelling, attic and floor foundation venting may only be performed in conjunction with ceiling and floor insulation, respectively.
- 16 When using a blower door in conjunction with weatherizing a dwelling, do not apply these measures if the infiltration is less than the Minimum Ventilation Requirement or if the economic stop point for air sealing has been reached. Does not apply to catastrophic leaks that are health and safety hazards, e.g., broken-out window, severely damaged door, etc.
- 17 Costs that exceed the maximums in Glass Replacement cannot be charged to Minor Envelope Repair or Window Replacement. The maximum reimbursement for Window Replacement is an average of all dwellings receiving new windows. If costs should occur such that the average maximum is exceeded for Window Replacements, the additional costs cannot be charged to Minor Envelope Repair or Glass Replacement.
- 18 When installing a Minor Envelope Repair Measure, the installation of deadbolt locks in conjunction with an exterior door replacement is allowable on rental units only. Reimbursement will be based on the material costs for the door, the deadbolt lock, and the labor.
- 19 Includes sliding glass doors. Does not include weatherstripping applied to attic and crawl space access hatches, to evaporative-cooler and air-conditioner covers, or to open combustion appliance enclosure doors. Expenditures for weatherstripping applied to covers and enclosure doors shall be charged under the appropriate appliance repair line item. When insulation is not installed, applies to access hatches and windows.
- 20 Technicians performing evacuation and charging of refrigerant must have EPA-approved certification as a Type II or Universal technician. Refrigerant shall be recovered, and all hazardous waste materials shall be disposed of in conformance with federal, state, and local codes.
- 21 Do not perform if dwelling has an operable evaporative cooler.
- 22 Electric Base Load Measures: Special training is a mandatory prerequisite for Contractors before performing Evaporative Cooler Installation and Window/Wall Air Conditioner Replacement. Contractor must contact CSD to schedule training.
- 23 Cabinet retrofits are only allowed for built-in microwaves that have been replaced and are reimbursable under Minor Envelope Repair.
- 24 Crawl space height shall be documented on the Weatherization Building Assessment and Job Order Sheet (CSD 540).
- 25 Manual Thermostats may be installed only if the old thermostat is inoperable and may be installed in lieu of Programmable Thermostats if it is determined that the client receiving

**EXHIBIT B**  
**(Standard Agreement)**

such services will not be able to operate and maintain the Programmable Thermostat properly.

- 26 Microwaves may be installed in dwellings with gas cooking appliances.
- 27 Contractors shall ensure the proper disposal of hazardous wastes products such as fluorescent light tubes, batteries, and mercury thermostats in accordance with the Universal Waste Rule (Hazardous Waste Management System: Modification of the Hazardous Waste Recycling Regulatory Program); Final Rule.
- 28 CSD Policies and Procedures for electric base-load measures state that a replacement refrigerator may be replaced only if it was manufactured in 1992 or earlier. Documentation in the client file shall contain the manufacturer, make, and model of all replaced refrigerators.
- 29 May be used by those Contractors that find that the per-square-foot rate under the other storm window categories is too high in comparison to the actual cost of materials within its service area.
- 30 Shop fees are used to cover incidental supplies that are difficult to track. Shop fees are allowed once per weatherized dwelling. Shop fees are not applicable for ECIP EHCS or reweatherized dwellings.
- 31 One travel credit is allowed once per weatherized dwelling.
- 32 Only mileage exceeding a 60-mile round trip to the job site is reimbursable. Mileage is allowed once per weatherized dwelling.